

**DATA PROTECTION DECLARATION – ICILS 2023 SCHOOL QUESTIONNAIRE
(Field trial is administered in 2022 and the main data collection will take place in 2023)**

Identity and contact details of controllers:

*National ICILS Centre
Centre of Educational Research and Evaluation
Pedagogical Institute
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2238, Latsia
Tel: 22 402388
Fax: 22 560118
Website: www.keea.pi.ac.cy/icils
Email: icils@cearn.pi.ac.cy*

and

*IEA
Keizersgracht 311
1016 EE Amsterdam
The Netherlands
Telephone: +31 20 625 3625
Email: secretariat@iea.nl*

For which purpose are data collected and processed?

The data collected during the International Computer and Information Literacy Study (ICILS) 2023 will be used exclusively for scientific purposes. ICILS is an educational research project sponsored by the International Association for the Evaluation of Educational Achievement (IEA).

The Centre for Educational Research and Evaluation/ Cyprus Pedagogical Institute is administering ICILS 2023 in Cyprus on behalf of the Ministry of Education, Sports and Youth. Data Processing is in accordance with one of the functions of paragraph 7 set out in the Law 125(I)/2018 ([http://www.dataprotection.gov.cy/dataprotection/dataprotection.nsf/BAE2F781893BC27DC225820A004B7649/\\$file/Νόμος%20125\(Ι\)_2018.pdf](http://www.dataprotection.gov.cy/dataprotection/dataprotection.nsf/BAE2F781893BC27DC225820A004B7649/$file/Νόμος%20125(Ι)_2018.pdf)).

Which information is requested?

The Principals and headmasters in the participating schools are asked to complete the ICILS 2023 School Questionnaire in order to provide the study with information on their school, ICT teaching and learning at their school, and their use of ICT. It includes questions about the characteristics of the school and students at the school, ICT resources and support, and guidance and training for ICT provided to school staff.

- **Participation in ICILS 2023 is mandatory for schools.**
- **Consent for collecting and processing the data is declared by filling in and returning the completed questionnaire.**
- **Objection to the processing of data without stating any reason is possible.**
- **In case of objection to the processing of data please contact the Centre of Educational Research and Evaluation, Pedagogical Institute at:**

*Email: icils@cearn.pi.ac.cy
Tel: 22402470*

The data collected up to that date will no longer be processed and the data which have already been stored will be erased. Objection will not cause any disadvantages.

- **Contact details of the person in charge of queries regarding data protection issues:**

Andreas Polydorou

Centre of Educational Research and Evaluation, Pedagogical Institute

40 Macedonias Avenue, 2238, Latsia

Tel.: 22402455

Fax: 22560118

Email: polydorou.a@cyearn.pi.ac.cy

What kind of data are collected?

Principal data are being collected online using the IEA's Online Survey System software (OSS software). Access to the online questionnaire is password protected.

Data from answers to the questions from the principals who participate in ICILS are collected and stored. These data are in the form of numbers representing selections (for example, a multiple-choice question, or yes/no selection).

This information cannot, in and of itself, be used to identify individual respondents by name. A school ID is recorded to uniquely identify the data recorded separately for each principal. The relationship between this ID and the school name, or national registration number is known to the school coordinator and to the national research center conducting the study. It is also not shared with the IEA or any other third parties.

Where, how and for how long are data from ICILS stored?

Data are processed centrally at the IEA in Hamburg, Germany. All data arriving for data processing are submitted without names – only the school ID numbers.

ICILS data are stored securely and cannot be accessed by any external persons or systems. Moreover, any employees at IEA who access the data for processing have been suitably briefed on what constitutes an acceptable treatment of data and have signed a confidentiality agreement.

Response data are archived so that they remain available for analysis. These responses eventually result in a database that allows researchers to compare education systems worldwide (see Public accessibility below).

With whom and how are data from ICILS shared?

ICILS is directed by the IEA, and most of the data analyses occur there. School-level response data will be stored on a server hosted by the IEA. The data is stored in a pseudonymous form, that is: processed in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information (any such additional information being kept separately and subject to technical and organizational measures to ensure that the personal data are not attributed to an identified or identifiable natural person).

Only the IEA has access to data stored on the server in Germany. IEA employees who access the data for analyses have signed a confidentiality agreement. Data transfers are safeguarded by appropriate and suitable measures such as specific Data Processing Agreements and European Standard Contractual Clauses. To share back processed response data with the national research centers running ICILS in your country the web-based collaborative platform Share Point is used.

Related data

In ICILS 2023, students will complete a test of computer and information literacy, and a questionnaire. Teachers and ICT coordinators also complete questionnaires drawing on information specific to their roles and responsibilities in schools. Principal-, Teacher-, ICT coordinator-, and student-level information are linked at the school-level (noting that no participants or schools can be identified) in the final international research database (IDB).

Public accessibility

The final international research database will be accessible to the public from the following site: <https://www.iea.nl/data> (Hamburg, Germany)

All data in the database are pseudonymous.

Automated decision-making and profiling

No automated decision-making, including profiling, referred to in Article 22 GDPR is conducted.

Rights of Data Subjects

Data Subjects are entitled to the rights set out in Articles 15-19 GDPR, such as the right of access by the data subject, the right to rectification, the right to erasure and the right to restriction of processing.

Data Subjects have the right to lodge a complaint with a supervisory authority.

Andreas Philippou
Data Protection Officer
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